

NOTICE

POLICY FOR THE INSPECTION OF PUBLIC RECORDS OF THE KENTUCKY STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person who is a resident of the Commonwealth (as defined in KRS 61.870), by written application for precisely described public records, to the Official Custodian:

Kyle Elliott, Executive Director
Kentucky State Board of Licensure for Professional Engineers and Land Surveyors
160 Democrat Drive
Frankfort, KY 40601
Email: kyle.elliott@ky.gov

All requests for copies or for the inspection of public records in the custody of this Agency must be made in writing, and be made by a resident of the Commonwealth. Requests may be mailed, hand delivered, or sent electronically to the email address provided above.

Application forms for copies or for the inspection of public records will be furnished on request or may be obtained from this Agency's website, www.kyboels.ky.gov. Assistance in completing the application form will be provided by an employee upon request. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays.


Responses to records requests will be made within five (5) days, excepting Saturdays, Sundays, and legal holidays, after receipt of the request, in accordance with KRS Chapter 61.

Record Production and Fees

When responsive records are to be mailed to the requester, or picked up in person, estimated costs for the production and the postage shall be communicated to the requester before costs are incurred. Copies of written material in the public records of this Agency shall be furnished to any person making a proper request and upon payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) and large format copies shall be furnished on request upon payment of a fee equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record. After the costs for production and postage are paid, the Records Custodian will produce the responsive records to the requester.

If the requester wishes to personally inspect responsive records at the Agency's office, the Records Custodian will facilitate with the requester the scheduling of a convenient time and place for inspection during office hours. The Records Custodian, or an employee of the Agency, will be present and personally monitor the inspection.

This the 29th day of June 2021.



Kyle Elliott, PLS, Executive Director